

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Secretary (OA)	ANNOUNCEMENT NUMBER 0257001	DATES: OPENING 11/05/01 CLOSING (Close of business) 11/19/01	EXPIRATION (For "Open Until Filled" vacancies remove posting on this date)
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GRADE 0318	GRADE GG-5/6	KNOWN PROMOTION POTENTIAL (Y) GG-6	AREA OF CONSIDERATION <input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> WASHINGTON, DC COMMUTING AREA <input type="checkbox"/> REGION COMMUTING AREA <input type="checkbox"/> OTHER	TYPE OF POSITION <input checked="" type="checkbox"/> BARGAINING UNIT <input type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT <input checked="" type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING	NONBARGAINING UNIT <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY APPOINTMENT <input type="checkbox"/> NOT TO EXCEED
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ORGANIZATION LOCATION Region I, Division of Reactor Projects Projects Branch #1 Ginna Resident Office	DUTY LOCATION Ontario, NY	TRAVEL REQUIREMENTS Minimal	NAME OF IMMEDIATE SUPERVISOR Michele Evans, Chief, PB#1
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APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)	4. NRC APPLICANTS ONLY: FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
1. AN UPDATED SF871 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME	5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only).	6. OTHER (Specify)
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.	

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE
NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)
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Performs clerical and administrative duties in the assigned office. Types correspondence, memoranda, and reports in final form. Maintains files; places and receives phone calls for professional personnel; refers calls to appropriate staff; receives and distributes mail.

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)
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Skill in operating computer equipment sufficient to prepare correspondence, memoranda, and reports in final form. Familiarity with or ability to learn word processing equipment. Knowledge of format and clerical procedures to arrange a variety of materials from different sources in an organized, workable manner. Applicants must also have ability to organize flow of clerical work, to maintain and organize an adequate filing system in order to locate and assemble material for

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RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS ARE ENCOURAGED TO ADDRESS THE RATING FACTORS.

1. Demonstrated proficiency with microcomputer-based word processing systems (including WordPerfect, Appointment Calendar, E-mail, etc.).

(Example: Describe specific work experience and training that demonstrates your knowledge and ability to utilize the features of

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FOR ADDITIONAL INFORMATION CONTACT Linda Lamborn	Email: LKL	Mail Stop: RI	TELEPHONE 610 337-5352
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SEND APPLICATION MATERIALS TO:

<input type="checkbox"/> Human Resources Corrosion & Operations Office of Human Resources U.S. Nuclear Regulatory Commission Washington, D.C. 20555	<input checked="" type="checkbox"/> Region I Personnel Officer U.S. Nuclear Regulatory Commission 475 Allenside Road King of Prussia, PA 19406	<input type="checkbox"/> Region II Personnel Officer U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	<input type="checkbox"/> Region III Personnel Officer U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	<input type="checkbox"/> Region IV Personnel Officer U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011
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ANNOUNCEMENT NUMBER	OPENING DATE	CLOSING DATE (close of business)	PAGE	OF
			EXPIRATION DATE (For "Open Until Filled" vacancies, remove posting on this date)	
0257001	11/05/01	11/19/01		

QUALIFICATIONS REQUIRED - CONTINUED

reports and meetings. Candidate's grade level eligibility will be dependent upon progressively responsible experience. At least six months of this experience must have been at the next lower grade level or equivalent.

INDIVIDUAL SELECTED FOR THIS POSITION WILL ALSO BE SUBJECT TO PREAPPOINTMENT DRUG TESTING UNLESS CURRENTLY IN AN NRC POSITION SUBJECT TO RANDOM DRUG TESTING.

RATING FACTORS - CONTINUED

WordPerfect Office and any other automation tools. What specific software have you used and for what purposes?)

2. Knowledge of proper grammar, spelling, punctuation, sufficient to prepare and review outgoing material for correctness, proper format and completeness.

(Example: Describe specific work experience, education, and training that demonstrate your knowledge of proper grammar, spelling, and punctuation. Describe specific work experience that requires you to apply your knowledge of correspondence procedures. What is your role in assuring that outgoing documents are correct and in proper format? What type of documents do you routinely prepare?)

3. Demonstrated initiative and ability to provide administrative support and coordination in a variety of areas (time and attendance reporting, security, records management, travel scheduling, etc.).

(Example: Describe specific work experience that demonstrates your initiative and ability to apply policies and practices pertaining to office procedures, such as time and attendance and travel. Describe your experience maintaining supervisor's appointment calendar, arranging meetings and conferences, and establishing and maintaining office files. Describe specific instances where you have initiated and developed new office procedures to improve the efficiency of your organization.)

4. Demonstrated ability to effectively communicate orally and in writing, ability to deal tactfully, efficiently, and professionally with all levels of personnel.

(Example: Describe the various levels of individuals you interact with and for what purposes. Describe presentations of formal training you delivered, to whom, complexity, and what topics. Provide examples of the type of written correspondence you have produced. Provide examples of specific assignments which have required you to work within a team

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RATING FACTORS - CONTINUED

environment. What was your role?)

5. Demonstrated ability to work efficiently in handling multiple assignments with competing priorities, often under considerable pressure to meet deadlines.

(Example: Describe specific situations that required you to work under stressful or adverse conditions (competing priorities, tight schedules, deadlines, etc.)

NOTE: Breadth of experience in the field, training, awards and commendations, and past and current performance will be reviewed as they relate to each of the above factors to determine the level of knowledge, skill, or ability of candidates.

Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on the employing agency.

NOTES:

PLEASE SEND A COPY OF YOUR RESUME, SF-171, OR OF-612, AND NARRATIVE ADDRESSING RATING FACTORS TO:

U.S. Nuclear Regulatory Commission
Region I Office
ATTN: Linda Lamborn (LKL@NRC.GOV) (610) 337-5352
475 Allendale Road
King of Prussia, PA 19406

SALARY RANGE: \$11.32 - \$16.41 PER HOUR
DUTY HOURS: 10 HOURS WEEKLY

RELOCATION EXPENSES TO THE AREA WHERE THE VACANCY IS LOCATED WILL NOT BE PAID.

IF YOU ARE A VETERAN, PLEASE SUBMIT A DD-214.

CURRENT/REINSTATEMENT FEDERAL EMPLOYEES WITH STATUS (TENURE GROUP 1 OR 2) WILL BE CONSIDERED THROUGH MERIT PROMOTION PROCEDURES UNDER THIS ANNOUNCEMENT AND MUST SUBMIT A COPY OF AN SF-50 (NOTIFICATION OF PERSONNEL ACTION) TO VERIFY COMPETITIVE STATUS OR REINSTATEMENT.

STATUS EMPLOYEES WITH VETERAN'S PREFERENCE MAY SUBMIT 2 SEPARATE APPLICATIONS: 1 AS A PERSON WITH STATUS; 1 AS A VETERAN WITHOUT STATUS. IF ONLY 1 APPLICATION IS SUBMITTED, IT WILL BE CONSIDERED UNDER MERIT PROMOTION PROCEDURES.

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RATING FACTORS - CONTINUED

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.